

**SIDE LETTER AGREEMENT
BETWEEN THE CITY OF SUNNYVALE AND
THE SUNNYVALE MANAGERS ASSOCIATION
IRREVOCABLE ELECTIONS TO BE MADE IN ADVANCE OF CASHING OUT LEAVE**

14.1 Paid Time Off Leave (PTO)

(k) Employees have the option to cash-out up to 80 hours of PTO once at the end of each payroll calendar year. To be eligible to cash out PTO, an employee must submit an irrevocable election form in the calendar year preceding the cash-out specifying the number of hours that he/she irrevocably elects to cash out. This cash-out will be allowed as long as the employee maintains a balance of 80 hours in his/her bank. If the employee elects this option, the minimum number of hours that may be cashed-out is 8.

14.2 HOLIDAY LEAVE

(b) Floating Holiday

Employees shall be credited with twenty (20) hours of floating holiday leave on the first day of the first pay period in the payroll calendar year.

Newly hired employees shall be credited with a pro-rata share of floating holiday hours, based upon the proportion of the calendar year remaining after their date of hire. Use of floating holiday leave shall be subject to approval in advance by the employee's supervisor.

Employees separating City employment shall have their allotment of floating holiday leave for that year pro-rated based upon their date of separation.

Any employee who has used less than his/her pro-rated allotment for the portion of the calendar year worked, shall have the balance paid to him/her on his/her final paycheck.

Any employee who has used more than his/her pro-rated allotment for the portion of the calendar year worked, shall have the overage offset against any available accrued leave, on his/her final paycheck. The employee may also authorize the deduction from his/her final compensation. If the employee's final paycheck is insufficient to repay the overage, the employee shall reimburse the City immediately.

Unused floating holiday leave at the end of the payroll calendar year may be paid out in cash or rolled over into PTO leave subject to maximum accrual limits specified in this Agreement. To be eligible to cash out floating holiday leave, an employee must submit an irrevocable election form in the calendar year preceding the cash-out specifying the number of hours that he/she irrevocably elects to cash out.

FOR THE CITY OF SUNNYVALE



Teri Silva, Director of Human Resources

Date: December 16, 2014


Deanna J. Santana, City Manager

Date: December 16, 2014

FOR THE SUNNYVALE MANAGERS
ASSOCIATION


Robert Van Heusen, SMA President

Date: December 16, 2014